

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

**CONFIDENTIAL**

DATE: 1 October 1956

FROM : Chief, Plans & Policy Staff, OTR

SUBJECT: Weekly Activities Report #39

I. SIGNIFICANT ITEMS: None

II. NEW PROJECTS:

1. Proposed PP Orientation Course

[ ] began the development of a first draft outline for a proposed course on PP activities. This course is intended to become a part of the curriculum for JOT's and for EOD's of the Clandestine Services.

2. Legislative Proposals, 86th Congress

Staff and School Chiefs, the Executive Officer and DDTR were queried on legislative proposals for the 86th Congress. OTR will make no new legislative proposals but will reaffirm its interests in proposals which failed to receive action by the 85th Congress.

4. E & E

This Staff completed a review and made recommendations to DD/P on the proposed delineation of responsibilities between the military services and CIA for E & E.

5. Agency Regulations

At the request of DD/S this Staff reviewed and reported on the status of Agency training regulations in preparation, under revision or to be rescinded.

6. Correspondence Courses

Received action on a proposal by a member of the Clandestine Services about to return from overseas to establish a series of

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correspondence courses to be offered to Clandestine Services overseas personnel.

### 7. Long-Term Schedule

At the request of C/JOTP this Staff is re-examining the long-term schedule to develop a sequence of course offerings to permit quarterly EOD'ing of JOT's without unwarranted gaps between enrollment in OTR courses.

### III. PROJECTS IN PROCESS

The following listed projects are in varying stages of development within this Staff:

1. The development of a Training Annex to the CIA Global War Plan.
2. The development of a Training Annex to the KUBARK/Middle East War Plan.

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4. Re-submittal of the Action Cadre proposal.
5. Review and analysis of PP instruction within OTR.

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7. Revision of "Glossary of Intelligence Terminology."
8. Review and analysis of DD/I instruction within OTR.
9. Analysis of training requirements for the Clandestine Services 1956-1957.
10. Preparation for publication of the OTR Catalog of Courses.
11. Development of alternate means of meeting OTR requirements for space in the new building.
12. Studies in Intelligence.

### IV. MEETINGS ATTENDED

#### 1. Clandestine Services Training Committee

At the CSTC meeting of 25 September, it was concluded that the DD/P would have no separate requirements for production of training films as its needs would be met by those films to be made for use in OTR courses. No other item of significance was discussed at the meeting.

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# Office Memorandum

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UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 20 September 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activities Report #38

## I. SIGNIFICANT ITEMS:

[Redacted]

## II. OTHER ITEMS:

1. The OTR Catalog of Courses except for schedule pages, has been given to the Administrative Branch with a distribution date set at 1 November. Schedule pages are being drawn by the graphic aids group.
2. The October issue of the OTR Bulletin was forwarded to the printer on 19 September. Articles and information for the November issue should be forwarded to [Redacted] by 15 October.
3. The XO/TR and [Redacted] discussed the changes necessary in the Branch II Library and the OTR Library with the Assistant CIA Librarian, [Redacted]. This topic is presently the object of a survey by the Management Staff.
4. [Redacted]
5. Only one item of significance was brought up at the CSTC meeting of the 18th, i.e., impetus has been given from C/OPS-DD/P to firm up DD/P's position regarding the language regulations.
6. At the DD/P Training Officers meeting on 12 September, it was decided that the training officer from the Cable Secretariat and two division training officers would in the future be included with members of the CSTC at the monthly meetings with OTR. An announcement was made at this meeting to each of the

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training officers that in the future preparation of requests for external training the date of birth and career designation of the prospective trainee must be included in the form. This is to assist in the preparation of individual training code sheets.

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7. A memorandum was prepared for the three Deputy Directors providing the essential information regarding the selection of candidates for quota schools and a request that nominations be submitted to the CIA Career Council on or before 29 October 1956.
  8. At the 18 September meeting of the DD/P Materiel Board, it was announced that as a result of an I & R inspection of the Board, FI Staff should play a more substantial role in the conduct of the Board's affairs. In putting this decision into effect, Mr. Thomas Karamessines was designated chairman of the Board, vice [redacted]
  9. [redacted] Office of Personnel, informed this Staff that the DD/S had approved a policy exempting personnel in external training status, for periods in excess of 30 days, as chargeable against the ceiling of the component to which they are normally assigned during the period of their training. Upon their return, they are then double slotted, until normal attrition takes care of the situation.
  10. At the meeting of the CSPB (Support Committee) on 18 September, the Chairman informed the group that in mid-October the Committee would be required to deal with the problem of emergency planning of the Agency. The experience gained in Operation [redacted] will be the basis for resolving such questions as more realistic planning for those Agency personnel who would not normally assemble [redacted] and a number of other administrative, support and policy problems which the Agency would face in an actual emergency situation. In addition, each support element was asked to prepare the following: a. its support annex to the CIA Global War Plan, and b. its support annex to the KUBARK/Middle East War Plan.
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### III. PERSONNEL ITEMS:

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1. [redacted] is on military leave from 10 to 24 September.
  2. [redacted] is on leave until 24 September.

[redacted]

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